

CM/ECF Registration and Activation Flow Chart

Step 1: Obtaining a CM-ECF Password

Visit the Northern District's
web page at
www.nynd.uscourts.gov

Help Desk Numbers

(518) 257-1815 - **Albany**
(607) 779-2671 - **Binghamton**
(315) 234-8687 - **Syracuse**
(315) 266-1195 - **Utica**

Click on the icon
entitled
**"Electronic
Filing
Information."**

On the left hand
side, click on the
category entitled
"Registration."

Based upon the
date you were
admitted, select
the appropriate
icon.

Complete the
on-line form and
click the
"Submit"
button.

Within 24 to 72
hours you will
receive an e-mail
from the Court with
your CM/ECF
password.

Step 2: Activating your account

Log onto the CM/ECF
system. Your login is
your NYND bar roll
number and your
password is the
password that the Court
provided to you when
you registered.

Click on
"Utilities" on
the main menu
bar at the top of
the screen.

Click on
**"Maintain Your
Account."**

Click on **"Email
information"** at
the bottom of the
screen.

Verify that the
e-mail listed in
the **"Primary e-
mail address"**
box is accurate.

Click on **"Submit."** The
next screen will confirm
that your registration has
been accepted.

Go to the bottom
of the screen
and click on
"Submit"

Click on
**"Return to
Account
screen."**

Verify that the
**"Send notices
in cases" which
I am involved"**
box is checked.

Verify that the
**"Send notices"
to my primary
e-mail address
box"** is checked.